BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

Tuesday, June 15th @ 3:30 pm
Syble Hopp School
755 Scheuring Rd
De Pere, WI 54115
This meeting will be held in person.

Public can also attend virtually at the following link: www.browncountywi.qov/BCCDEBPublic Password: Kangaroo2

1. Action Item: Call to Order

2. Open Forum

3. Action Item: Approval of Minutes

RECOMMENDED MOTION: That the minutes for the May 4, 2021 Board Meeting be approved.

4. Action Item: Approval of Agenda

RECOMMENDED MOTION: That the agenda for today's meeting be approved.

5. Action Item: Donations

RECOMMENDED MOTION: That this month's donations be approved.

6. Action Item: Payment of Bills

RECOMMENDED MOTION: That the payment of the bills be approved.

7. Action Item: Financial Report

RECOMMENDED MOTION: That the financial report be accepted.

8. Action Item: Retirements

RECOMMENDED MOTION: That the Board accept the retirement of Ann Sislo, Speech and Language Pathologist and Laurie Larson, Teacher, effective at the end of the 2021-22 school year.

9. Action Item: Resignations

RECOMMENDED MOTION: That the Board accept the resignation of the recommended candidates.

10. Action Item: Leave of Absence

RECOMMENDED MOTION: That the Board approve the request for a one year leave of absence by Rachel Sagrillo, Teacher, for the 2021-22 school year.

11. Action Item: Approval of Job Description

RECOMMENDED MOTION: That the Board approve the recommended job description for the Occupational Therapy Assistant job description.

12. Action Item: Hiring

RECOMMENDED MOTION: That the Board approve the hiring of the recommended candidates for the 2021-2022 school year.

13. Action Item: Pandemic Stipend

RECOMMENDED MOTION: That the Board approve the issuance of a \$500 pandemic stipend for all BCCDEB teachers, instructional aides and support staff (to be prorated based on length/time of employment in the 2020-21 school year).

- 14. Action Item: 2021-22 Board Meeting Calendar RECOMMENDED MOTION: That the Board approve the meeting calendar for the 2020-21 school year.
- 15. Action Item: Student Fees
 RECOMMENDED MOTION: That the student fees remain the same at \$15.00 for Early Childhood and \$45.00 for Primary, Intermediate, and High School.
- 16. Action Item: Lunch Fees RECOMMENDED MOTION: That the full-priced student lunch fees be set at \$0; the extra milk fee remain the same at \$.30 and the adult meal be increased from \$4.15 to \$4.20 for the 2020-2021 school year.
- 17. Discussion Item: Update on Pandemic/COVID Status and Upcoming Decisions
- 18. Discussion Item: Update on School Site and Facility Master Plan
- 19. Discussion Item: Administrator's Report
- 20. Discussion Item: Parent Organization Report
- 21. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85(1)(a)(b)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction pursuant to Wis. Stats. Sec. 118.22.
- 22. Action Item: Adjournment RECOMMENDED MOTION: That the June 15, 2021 Brown County Children with Disabilities Education Board meeting be adjourned.

[&]quot;Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, June 14, 2021, so arrangements can be made."

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, May 4, 2021

Board Members Present: J. Jansch, J. Mitchell, L. Franke, C. Erickson, K. Lukens, J. Wieland,

B. Clancy

Excused: S. King

Others Present: K. Pahlow, S. Johnson, C. Maricque, N. Kohls

1. Action Item: Call to Order

J. Mitchell called the meeting to order at 3:30 PM.

2. Open Forum - No public comments

3. Action Item: Approval of the April 20, 2021 Minutes
Motion made by J. Jansch, seconded by L. Franke, that the minutes of the April 20,
2021 meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda

Motion made by L. Franke, seconded by K. Lukens, that the agenda for the May 4, 2021 meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations

Donations this month included a generous donation from Patricia Schneider that will be used to purchase a Sensory Rover for one of the classrooms. Hank and Pat Mencheski made memory boxes for the graduates that staff fill with photos from their time at Hopp. These boxes are then presented to the graduate at graduation by a staff of their choosing. Motion made by K. Lukens, seconded by J Wieland, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills

Disbursement for April 1, 2021 thru April 20, 2021 were presented. All expenses were routine in nature.

Motion made by J. Jansch, seconded by J. Wieland, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report

March revenues include a Special Education Aid payment from the state. Final payment will be made in June. Expenditures continue to reflect shortages in some areas due to COVID preparations and materials. Savings in other areas will offset these overages. Motion made by J. Wieland, seconded by K. Lukens, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Retirements

Retirement requests are due in February; however, we still have some that are coming forward beyond those approved in May. Board action will allow us to move forward with filling the positions and formal names will be brought to the next meeting.

Motion made by J. Wieland, seconded by J. Jansch, that the Board accept the names of incoming retirees and the names be presented to the board in June. MOTION CARRIED UNANIMOUSLY.

9. Action Item: Contracts

Annually the board approves contracts for the Teachers, Therapists, Pupil Service and Administration. K. Pahlow will deliver these contracts to board members for signatures so they are delivered to the staff by May 15th. Staff have until June 15th to sign and return their contract.

Motion made by J. Jansch, seconded by L. Franke, that the Board approve the 2021-2022 Teacher, Therapist, Pupil Service and Administrative contracts. MOTION CARRIED UNANIMOUSLY.

- 10. Action Item: Short-Term Disability
 - C. Maricque explained we currently have UNUM as our Short Term Disability (STD) payee. We will be switching to the Brown County self-funded program as our payee with UNUM as the administrator. This will also increase our STD from 12 weeks to 26 weeks but will limit the length of time a position can be held open during Long Term Disability. Motion made by B. Clancy, seconded by J. Wieland, that the Board approve to transition the payment of short-term disability claims from UNUM to Brown County and that short-term disability maximum period of payment be increase from 12 week to Brown County's short-term disability maximum period. MOTION CARRIED UNANIMOUSLY.
- 11. Action Item: Capital Campaign Resolution

Motion made by J. Wieland, seconded by J. Jansch, that the Board accept and place on file the resolution passed by the Brown County Board of Supervisors that allows the BCCDEB to accept donations up to 4.6 million dollars for a Capital Campaign. MOTION CARRIED UNANIMOUSLY.

- 12. Discussion Item: Administrator's Report
 - S. Johnson Interviews have begun for open positions for the 2021-2022 school year.
 - C. Maricque A Hopp graduate, Dustyn Skoviak, has been hired as a part time housekeeper.
 - K. Pahlow A former Hopp aide, David Treptow, passed away after a long illness. COVID data continues to be monitored at school. No positive cases since the end of January. Staff Appreciation Week is this week. Special events are scheduled throughout the week to honor our amazing staff.
- 13. Discussion Item: Parent Organization Report
 The Parent Organization's bylaws have been approved. They are working on filling some officer positions. Golf Outing is still on track for July 10th.
- 14. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting of other specified public business, whenever competitive or bargaining reasons require a closed session. Motion made by J. Wieland, seconded by J. Jansch, that the Board move into Executive Session at 3:51 PM. MOTION CARRIED UNANIMOUSLY.

Board returned to open session at 4:19 PM.

15. Action Item: Adjournment

Motion made by B. Clancy, seconded by J. Wieland, that the May 4, 2021 Brown County Children with Disabilities Board meeting be adjourned at 4:21 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

DONATION	IS – June 20	021 BOARD MEETING
DONOR	AMOUNT	ITEM/PURPOSE
Silver Maple Farms	\$200	For Staff Wellness & Benefits & extra treats for staff
BCCDEB		An Edible Arrangements & Cookies For Staff Appreciation Week
Parent Organization		An Edible Arrangements & Cookies For Staff Appreciation Week
Jerry Wieland	\$40	For Staff Appreciation Week
The Lions Club of De Pere	\$300	Camp Week
Simonet's Bar – proceeds from a Party Bag Raffle	\$500	Sensory Equipment
Coca-Cola GIVE	\$39.96	Hopp Needs
Aurora Give Well Campaign	132.60	Hopp Needs
Constellation		A box of frisbees
Total Donation	\$1,212.56	

Support Information #6

Report Date 06/02/21 12:13 PM

SYBLE HOPP SCHOOL

Page No 1

Check Date 05/01/21 - 05/31/21

Vendor Detail Report

FMVEN10A

Check bate	05/01/21 - 05/	31/61	A	endor pecari keporc	4.1	117 2317 2 074
Vendor	Check Key	Check Date	Invoice No Po No	Description	Account No	Amount
ATAT		100460				
	0100002373	05/25/21	9203383429826 5/	Monthly Service 5/19 thru 6/18	1-27-100-999-158000-019-000000-2	47.30
					Check Total	47.30
		100520			Vendor Total	47.30
AUTOMATIC ENTR	0100002360	05/11/21	2001762	Trouble Shoot Door	1-10-100-324-253300-019-000000-2	210.50
				#3/ Reparted	Check Total	210.50
					Vendor Total	210.50
BELLIN HEALTH	0100002347	100803 05/04/21	MB6279	March CPR Courses	1-27-100-310-221300-019-000000-2	460.00
					Check Total	460.00
					Vendor Total	460.00
BUELOW VETTER	BUIKENA OLSON (0100002366	05/18/21	17	Legal Matters	1-27-800-314-232100-019-000000-2	192.50
	0100002300	03/10/11	A 1	ary good contracts	Check Total	192.50
CANADEO LAWN C		101258			Vendor Total	192.50
CANADEO LAWN C	0100002371	05/18/21	810507	Spring-Dry Fertilizer/Crabgrass Control	1-10-100-329-253300-019-000000-2	225.00
				*	Check Total	225.00
CBI I CON		101353			Vendor Total	225.00
CELLCON	0100002374	05/25/21	840301	Monthly Charges 5/16-6/15	1-10-100-355-263300-019-000000-2	464.00
					Check Total	464.00
		113272			Vendor Total	464.00
CESA #10	0100002348	05/04/21	14107	Software Hosting	1-10-800-386-252000-019-000000-2	800.00
			451.58	-	Check Total	800.00
					Vendor Total	800,00

SYBLE HOPP SCHOOL

Page No 2

996.93

Vendor Total

Check Date	05/01/21 - 05/	/31/21	Ven		FMVEN10A	
Vendor	Check Key	Check Date	Invoice No Po No	Description	Account No	Amount
CESA #6		111057			35-a	
	0100002367	05/18/21	35728	April COVID Tests	1-27-800-310-223300-019-000000-2	770.00
					Check Total	770.00
					Vendor Total	770.00
CESA #8		101382				
	0100002349	05/04/21	3002100202	SLP Sub Services March-May 2021	1-27-100-310-156600-019-000000-2	15,948.00
				2021	Check Total	15,948.00
					Vendor Total	15.948.00
CITY OF DE PER	e E	101477			vendor rotar	23,340.00
	0100002350	05/04/21	15441200-00 4/21	Patriot Way Water Usage 12/31/20-4/1/21	1-27-100-999-158000-019-000000-2	92.27
					Check Total	92.27
					Vendor Total	92.27
DE PERE Y-MART	0100002368	114547 05/18/21	YMARTSHS 4/21	Fuel for School Vehicles	1-27-100-348-256610-011-000000-2	153,20
	3133002300	03/10/21	Tractons 1/21	1400 400 444448 74414444	Check Total	
					\$100 to 15 a \$10 to 60 d.	
					Vendor Total	153.28
DENMARK SCHOOL		101990				
	0100002356	05/11/21	2021005	Feb-May Sub C Arrowwood	1-27-101-382-436000-019-000000-2	632.29
					Check Total	632.29
					Vendor Total	632.29
DOTCOM THERAPY	r inc	117500				
	0100002369	05/18/21	8537	April Speech Therapy Services	1-27-100-310-156600-019-000000-2	3,114.00
					Check Total	3,114.00
					Vendor Total	3,114.00
EDF ENERGY SE	0100002370	116946 05/18/21	119601ES	Gas Usage 4/1-4/30/21	1-10-100-331-253300-019-000000-2	996.93
	0100002370	45/10/21	11700123	Gee upage 4/1-4/30/21	Check Total	
					CHECK TOTAL	370.93

SYBLE HOPP SCHOOL

Check Date 05/01/21 - 05/31/21 Vendor Detail Report

Page No 3 FMVEN10A

 Vendor
 Check Key
 Check Date

 GREAT AMERICAN DISPOSAL OF WISCONSH 110385
 Invoice No Po No Description Account No Amount May Trash Removal/Recycling 1-10-100-324-253300-019-000000-2 127.00 0100002357 05/11/21 15100556 Check Total 127.00 127.00 Vendor Total 116712 IRON MOUNTAIN 1-10-100-329-253300-019-000000-2 21.05 05/11/21 DNPZ592 Paper Shredding 0100002361 Check Total 21.05 21.05 Vendor Total JAMP SOFTMARE, LLC 117189 0100002372 05/18/21 191139 Jamf Subscription Renewal 1-27-100-360-158000-019-000000-2 2,340.00 Check Total 2,340.00 Vendor Total 2,340.00 KYLES CONSULTING 114953 1-27-800-310-223300-019-000000-2 900.00 KYLESSH 4/21 April SBS/MAC Fees 0100002351 05/04/21 Check Total 900.00 900.00 Vendor Total LAMERS BUS LINES INC 104534 0100002358 05/11/21 579164 May Route Transportation 1-27-100-341-256750-011-000000-2 37,599.34 37,599.34 Check Total 05/11/21 579187 EDP April Transportation 1-27-101-341-256750-011-000000-2 5,007.49 0100002362 0100002362 05/11/21 579186 WDP April Transportation 1-27-101-341-256750-011-000000-2 3,401.09 0100002362 05/11/21 579188 April Transportation HB 1-27-100-341-256750-011-000000-2 801.61 April Transportation ASM 1-27-100-341-256750-011-000000-2 April COVID Transportation 1-27-100-341-256750-011-000000-2 1-27-190-341-256750-011-000000-2 288.00 0100002362 05/11/21 579184 579182 21,711.90 0100002362 05/11/21 April Transportation ILP 1-27-100-341-256750-011-000000-2 1,026.56 0100002362 05/11/21 65605 0100002362 05/11/21 65606 April Transportation TL 1-27-100-341-256750-011-000000-2 653.84 32,890.49 Check Total 70,489.83 Vendor Total 102323 ProGuard (Ecolab) 176.28 05/04/21 6261173158 Sanitizer & Dish Detergent 1-50-800-411-257100-000-000000-2 0100002352 Check Total 176.28 176.28 Vendor Total

SYBLE HOPP SCHOOL

Page No 4

Check Date 05/01/21 - 05/31/21

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SAN A CARE INC		112498					
	0100002353	05/04/21	543616		Peroxide Wipes/Disinfect for Floors	1-10-100-411-253300-019-000000-2	542.82
						Check Total	542.82
						Vendor Total	542.82
TDS METROCOM		107847					
	0100002359	05/11/21	9203364367 5/21	L	Monthly Service 5/10-6/9	1-10-100-355-263300-019-000000-2	155.80
						Check Total	155.80
						Vendor Total	155.80

Report Date 06/02/21 12:13 PM Check Date 05/01/21 - 05/31/21

SYBLE HOPP SCHOOL

Vendor Detail Report

Page No :

Amount Check Key_ Check Date Invoice No Pa No Description Account No UNUM LIFE INSURANCE COMPANY OF AMER: 116335 1-27-101-252-152000-011-000000-2 138.77 0100002355 05/04/21 0880914-0017 5/2 ST Int EC Teacher 17.07 1-27-101-252-156600-011-000000-2 0100002355 05/04/21 0880914-0017 5/2 ST Int S/L 131.20 ST Int CD Teacher 1-27-101-252-158000-011-000000-2 0100002355 05/04/21 D880914-0017 5/2 0880914-0017 5/2 ST Int EC Aide 1-27-101-252-159120-011-000000-2 11.04 05/04/21 0100002355 0880914-0017 5/2 ST Int Aide 1-27-101-252-159150-011-000000-2 12.50 05/04/21 0100002355 0880914-0017 5/2 ST Int OT 1-27-101-252-218100-011-000000-2 25.61 0100002355 05/04/21 1-27-800-252-223300-011-000000-2 114.79 05/04/21 0880914-0017 5/2 ST Dir Spec Ed 0100002355 1-27-800-252-223300-019-000000-2 25.17 0100002355 05/04/21 D880914-0017 5/2 ST Secretary 1-27-100-251-212100-011-000000-2 21.96 0880914-0017 5/2 LT SW 05/04/21 0100002355 ST SW 05/04/21 0880914-0017 5/2 1-27-100-252-212100-011-000000-2 39.03 0100002355 1-27-100-251-214400-011-000000-2 18.74 0100002355 05/04/21 0880914-0017 5/2 LT Nurse 1-27-100-252-214400-011-000000-2 33.31 0100002355 05/04/21 0880914-0017 5/2 ST Nurse 1-27-100-251-218200-011-000000-2 24.52 0100002355 05/04/21 0880914-0017 5/2 LT PT 1-27-100-252-218200-011-000000-2 43.56 0880914-0017 5/2 ST PT 05/04/21 0100002355 1-10-100-251-295000-019-000000-2 14.01 0100002355 05/04/21 0880914-0017 5/2 LT Technology 0880914-0017 5/2 ST Technology 1-10-100-252-295000-019-000000-2 24.90 0100002355 05/04/21 1-10-100-251-253100-019-000000-2 9.62 0100002355 05/04/21 0880914-0017 5/2 LT Maintenance 31.55 1-10-800-251-252000-019-000000-2 0100002355 05/04/21 0880914-0017 5/2 LT Accounting 0880914-0017 5/2 LT EC Teacher 1-27-100-251-152000-011-000000-2 14.67 0100002355 05/04/21 LT S/L 1-27-100-251-156600-011-000000-2 102,17 05/04/21 0880914-0017 5/2 0100002355 379.81 1-27-100-251-158000-011-000000-2 05/04/21 0880914-0017 5/2 LT ID Teacher 0100002355 1-27-100-251-159150-011-000000-2 198.30 0100002355 05/04/21 0880914-0017 5/2 LT CD Aide 1-27-100-251-159300-011-000000-2 32.14 LT Specialty Teacher 0100002355 05/04/21 0880914-0017 5/2 1-27-100-251-218100-011-000000-2 59.10 0880914-0017 5/2 LT OT 0100002355 05/04/21 LT Int EC Teacher 1-27-101-251-152000-011-000000-2 78.11 05/04/21 0880914-0017 5/2 0100002355 1-27-101-251-156600-011-000000-2 9.61 05/04/21 0880914-0017 5/2 LT Int S/L 0100002355 1-27-101-251-158000-011-000000-2 73.85 LT Int CD Teacher 0100002355 05/04/21 0880914-0017 5/2 LT Int EC Aide 1-27-101-251-159120-011-000000-2 6.22 0880914-0017 5/2 0100002355 05/04/21 1-27-101-251-159150-011-000000-2 7.03 0880914-0017 5/2 LT Int Aide 05/04/21 0100002355 LT Int OT 1-27-101-251-218100-011-000000-2 14.41 0100002355 05/04/21 0880914-0017 5/2 1-27-800-251-223300-011-000000-2 64.59 05/04/21 0880914-0017 5/2 LT Dir Spec Ed 0100002355 1-27-800-251-223300-019-000000-2 14.16 0100002355 05/04/21 0880914-0017 5/2 LT Secretary 1-27-800-251-232100-011-000000-2 44.73 0880914-0017 5/2 LT Admin 0100002355 05/04/21 0880914-0017 5/2 ST Admin 1-27-800-252-232100-011-000000-2 66.00 05/04/21 0100002355 17.08 ST Maintenance 1-10-100-252-253100-019-000000-2 05/04/21 0880914-0017 5/2 0100002355 56.06 0880914-0017 5/2 ST Accounting 1-10-800-252-252000-019-000000-2 0100002355 05/04/21 1-27-100-252-152000-011-000000-2 26.09 ST EC Teacher 0100002355 05/04/21 0880914-0017 5/2 1-27-100-252-156600-011-000000-2 181.54 ST S/L 0880914-0017 5/2 0100002355 05/04/21 05/04/21 0880914-0017 5/2 ST ID Teacher 1-27-100-252-158000-011-000000-2 674.82 0100002355 352.23 0100002355 05/04/21 0880914-0017 5/2 ST CD Aide 1-27-100-252-159150-011-000000-2 05/04/21 0880914-0017 5/2 ST Specialty Teacher 1-27-100-252-159300-011-000000-2 0100002355 105.02 1-27-100-252-218100-011-000000-2 0100002355 05/04/21 0880914-0017 5/2 ST OT 3,372.20 Check Total

eck Total

Report Date 06/02/21 12:13 PM

Check Date 05/01/21 - 05/31/21

SYBLE HOPP SCHOOL

Vendor Detail Report

Page No FMVEN10A

Check Date Invoice No Description Account No Amount Check Key Vendor UNUM LIFE INSURANCE COMPANY OF AMER: 116335 3,372.20 Vendor Total 115950 US Bank PCard Only 462.84 1-27-100-416-214400-019-000000-2 05/04/21 PCARD 4/21 Lab Coats for Staff-COVID 0100002346 1-27-100-417-158000-019-000000-2 215.82 0100002346 05/04/21 PCARD 4/21 Copy Paper School Use KN95 Masks for Staff-COVID 1-27-100-416-214400-019-000000-2 60B.17 0100002346 05/04/21 PCARD 4/21 Lab Coats for Staff-COVID 1-27-100-416-214400-019-000000-2 423.84 PCARD 4/21 0100002346 05/04/21 Lab Coats for Staff-COVID 1-27-100-416-214400-019-000000-2 423.84 PCARD 4/21 05/04/21 0100002346 169.95 Aukey Webcam for Video Conferencing 1-10-100-481-295000-019-000000-2 PCARD 4/21 0100002346 05/04/21 Spot Treat Areas, Ck Rodent 1-10-100-324-253300-019-000000-2 36.00 0100002346 05/04/21 PCARD 4/21 Equip Dust/Wet Mops/Fames, Door 1-10-100-324-253300-019-000000-2 134.30 PCARD 4/21 0100002346 05/04/21 Mats Lab Coats for Staff-COVID 1-27-100-416-214400-019-000000-2 462.84 PCARD 4/21 05/04/21 0100002346 Construction Paper School 1-27-100-417-158000-019-000000-2 41.00 PCARD 4/21 05/04/21 0100002346 Use 12.82 1-27-100-417-158000-019-000000-2 PCARD 4/21 Construction Paper School 0100002346 05/04/21 871.20 1-27-110-411-152000-317-000000-2 Battelle EC Assessments 0100002346 05/04/21 PCARD 4/21 Forms Battelle Developmental 1-27-110-411-152000-317-000000-2 1,165.45 0100002346 05/04/21 PCARD 4/21 Forms/EC Assessme Battelle EC Assessment 871.20 1-27-110-411-152000-317-000000-2 05/04/21 PCARD 4/21 0100002346 Forms 871.20 Battelle EC Assessment 1-27-110-411-152000-317-000000-2 PCARD 4/21 0100002346 05/04/21 Forms 214.00 1-27-110-411-152000-317-000000-2 Battelle Developmental PCARD 4/21 0100002346 05/04/21 Record Forms Check Total 6,984.47 6,984.47 Vendor Total 109010 WI DEPT OF JUSTICE 1-27-800-310-231700-019-000000-2 35.00 Anril Background checks 0100002363 05/11/21 G2841 4/21 35.00 Check Total Vendor Total 35.00

SYBLE HOPP SCHOOL

Page No 7 FMVENIOA

Check Date 05/01/21 - 05/31/21

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WISCONSIN PUBL		109151					
	0100002354	05/04/21	3680654549		Patriot Way Utility Usage	1-27-100-999-158000-019-000000-2	115.03
	0100002354	05/04/21	3650333904		Electric Service 2/22- 3/21/21	1-10-100-336-253300-019-000000-2	4,164.67
	0100002354	05/04/21	3681397012		Electric Service 3/22/21- 4/20/21	1-10-100-336-253300-019-000000-2	4,475.19
	0100002354	05/04/21	3679542042		Electric Usage for Garage	1-10-100-336-253300-019-000000-2	30.42
						Check Total	8,785.31
	0100002364	05/11/21	3695353893		Gas Transport Service 4/1-4/30/21	1-10-100-331-253300-019-000000-2	393.37
					-,,	Check Total	393.37
						Vendor Total	9,178.68
ZOMOHEALTH, LL	C	117430					
	0100002365	05/11/21	2136		COVID Questionaire March & April 2021	1-27-800-310-223300-019-000000-2	346.50
					-	Check Total	346.50
						Vendor Total	346.50
						Grand Total	118,775.70

Syble Hopp Balance Sheet as of April 30, 2021

ACCOUNT DESCRIPTION	04/30/21
GENERAL FUND	1
CASH	7,298,117.45
TOTAL ASSETS	7,298,117.45
ACCOUNTS PAYABLE	11,975.20
TOTAL LIABILITIES	11,975.20
EQUITY ACCOUNT	7,286,142.25
TOTAL FUND BALANCE	7,286,142.25
SPECIAL EDUCATION	FUND
CASH ACCOUNT	(2,654,343.26)
TOTAL ASSETS	(2,654,343.26)
PAYABLE ACCOUNT	61,661.29
TOTAL LIABILITIES	61,661.29
EQUITY ACCOUNT	(2,716,004.55)
TOTAL FUND BALANCE	(2,716,004.55)
FOOD SERVICE FU	ND
CASH	1,366.63
RECEIVABLE	3,242.62
TOTAL ASSETS	4,609.25
ACCOUNTS PAYABLE	176.28
TOTAL LIABILITIES	176.28
EQUITY ACCOUNT	4,432.97
TOTAL FUND BALANCE	4,432.97

Support Information #7

Syble Hopp Revenue Summary for the Month Ended April 30, 2021

	POLICE STATE OF	THE RESIDE		
DESCRIPTION	2020-2021 Amended Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND		1000 100 80		
PAYMENT IN LEAU OF TAXES	3,087,691.00	3,087,691.00		
INTEREST	23,000.00	31,798.89	(8,798.89)	Recognized a loss of interest in March.
RENT (DUPLEX)	9,000.00	7,500.00	1,500.00	
MEDICAID MAC REIMBURSEMENT	55,000.00	-	55,000.00	
MISCELLANEOUS	38,000.00	35,572.07	2,427.93	\$30,000 donation received from Greater Green Bay Community Foundation for the purchase of laptops. \$2,993 was received from the County to fund the part- time housekeeper.
TOTAL GENERAL FUND	3,212,691.00	3,162,561.96	50,129.04	
SPECIAL REVENUE FUND			***************************************	
STUDENT FEES	5,790.00	4,177.50	1,612.50	
SOAR STUDENT REGISTRATIONS	35,000.00	-	35,000.00	Onsite SOAR was cancelled.
EC GRANT \$'S FROM DISTRICTS	39,859.00	-	39,859.00	1
DISTRICT PAYMENT FROM IDEA FUNDS	226,015.00	-	226,015.00	
TUITION-SCH DISTRICT(OUT OF COUNTY)	218,210.00	211,299.61	6,910.39	Tuition has been paid by all districts with tuition students.
TRANSIT OF STATE AIDE (CESA)	8,370.00	3,803.62	4,566.38	
CESA 7 - REIMB SUBS	3,800.00	-	3,800.00	
SPECIAL EDUCATION AID FROM STATE	1,480,100.00	1,253,036.00	227,064.00	Revenue includes five payments. Final payment will be made in June.
GENERAL STATE AID	1,790,000.00	_ •	1,790,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	5,000.00	•	5,000.00	
MEDICAID REIMBURSEMENT	260,000.00	87,423.26	172,576.74	
TOTAL SPECIAL REVENUE FUND	4,072,144.00	1,559,739.99	2,512,404.01	
FOOD SERVICE FUND				
STUDENT LUNCH	34,400.00	211.00	34,189.00	
ADULT LUNCH	1,300.00	25.60	1,274.40	
FOOD SER/STATE AID	850.00	-	850.00	
FOOD SERVICE/FED AID	30,092.00	-	30,092.00	
FED AID/COMMODITIES	6,500.00	-	6,500.00	
TOTAL FOOD SERVICE REVENUE FUND	73,142.00	236.60	72,905.40	

Support Information #7
Syble Hopp Expenditures Summary for the Month Ended April 30, 2021 - Unaudited

DESCRIPTION	2020-2021 E BUDGET	BUDGET AS OF 4/30/2021	Actual Amount	TOTAL BUDGET REMAINING	WARIANCE TO BUDGET AS OF 4/30/2021	COMMENTS
SENERAL FUND						
LIBRARY MEDIA RESOURCES	320.00	284.44	739.40	(419.40)	(454 96)	Additional expenditures for laminating material due to remote learning.
FISCAL/FINANCE	179,878.00	145,286.08	149,097.91	30,780.09	(3,811.83)	Subscriptions/licenses have been paid for Absence Management and Time and Attendance. Additional hours incurred to prepare te school for remote learning and COVID mitigation.
BUILDING AND SITE OPERATION	279,894.00	231,040.82	236,984.78	42,909.22	(5,943.96)	Additional staff members hired to clean building. A portion of the expenditures was reimbursed by COVID funds received by the County.
BUILDING AND SITE MAINTENANCE	34,690.00	34,690.00	36,858.00	(2,168.00)	(2,168.00)	Flooring was installed in August
DUPLEX	1,750.00	1 458 33	197.30	1,552.70	1,261.03	
TELEPHONE	3,050.00	2,541.67	5,673.99	(2,623.99)	(3,132.32)	Additional costs incurred to provide WiFii access to students
TECHNOLOGY	31,041.00	25,867.50	93,455,26	(62,414.26)	(67,587.76)	Additional technology hours incurred to prepare school staff for remote learning. Software subscription for Jamf was purchased to manage iPads. Additional computers and laptops for the aides were purchased due to remote learning. \$30,000 was received from the Greater Green Bay Foundation for the laptops.
INSURANCE AND JUDGMENTS	100,113.00	83,427.50	80,130 68	19,982.32	3,296.82	
COUNTY IDC AND TECH SERVICES	93,809.00	78 174 17	76,811.81	16,997.19	1,362.36	
TOTAL GENERAL FUND	724,545.00	602,770.51	679,949.13	44,595.87	(77,178.62)	
SPECIAL REVENUE						A STATE OF THE STA
EARLY CHILDHOOD	413,009.00	270,044.35	250,734.31	162 274 69	19,310.04	Savings recognized by staff members on leave and a new staff member, which is slightly offset by changes in insurance elections.
SPEECH/LANGUAGE	446,243.00	291,774.27	316,582 98	129,660.02	(24,808.71	Additional training days to prepare for school due to remote learning and COVID procedures. Additional cost incurred to cover speech services for a leave.
SPECIAL EDUCATION	2.131,397.00	1,393,605.73	1,285,296.88	846,100.12	108,308.85	Savings from staff on leave and new staff. Savings have also been recognized in insurance selections. Savings have been partially offset by training days to prepare for school due to remote learning and COVID procedures.
RETIREE VEBA PAYMENT	35,000.00	1,000,000,10		35,000.00		
EC INSTRUCTIONAL AIDES	85,359.00	55,811.65	48,461.18	36,897.82	7,350.47	Savings recognized by vacancy.
SE INSTRUCTIONAL AIDES	1,303,612.00	852,361.69	796,551.32	507,060.68		Vacancy from teacher aides on leave. One position was filled in December. In addition, there was an aide position that was not filled and a resignation during the year.

Support Information #7
Syble Hopp Expenditures Summary for the Month Ended April 30, 2021 - Unaudited

	Name and Address of the Owner, where	Residence of the last of the l		TOTAL	VARIANCE TO	
DESCRIPTION	2020-2021 BUDGET	BUDGET AS OF	Actual Amount	BUDGET	BUDGET AS OF 4/30/2021	COMMENTS
SE SUB TEACHERS/AIDES	85,044.00	68.035.20	80,306.51	4,737,49		Substitutes required to fill the leaves and vacancies
		-				Vacancies in District EC programs have been filled by
EC SUB TEACHERS/AIDES	16,794.00	13,435.20	7,022.80	9,771.20	6,412.40	District substitutes
COCOLAL TAY TE A CHEER	477 404 00	116,006.04	95,203,40	82,217.60	20,802,64	Savings due to vacancies of part-time music and lifeskills teachers
SPECIALTY TEACHERS	177,421.00	49,538.00	53,285,80	22,478.20		Additional time to prepare for staff summer training.
DIRECTION OF SOCIAL WORK	75,764 00	49,536.00	33,265,60	22,470.20	(3,747.60)	Auditorial time to prepare for start starting training.
NURSING	86,090.00	56,289.62	78,550.94	7,539.06	(22,261 32)	Additional summer hours were required due to school preparation for COVID. PPE purchased due to COVID.
OCCUPATIONAL THERAPY	300,823.00	196,691,96	199,324.20	101,498.80	(2,632.24)	Additional training days to prepare for school due to remote learning and COVID procedures.
PHYSICAL THERAPY	85,808.00	56,105.23	58,682.73	27,125.27	(2,577.50)	Additional training days to prepare for school due to remote learning and COVID procedures.
TRAINING	8,677.00	5,061.58	5,064.56	3,612.44	(2.98)	
SE AND PRINCIPAL	320,136.00	258,571.38	257,617.89	62,518.11	953.49	
BOARD AND AUDIT	10,965.00	10,470.83	9,418.50	1,546,50	1,052.33	18.5
ADMINISTRATOR	189,111.00	152,743.50	151,907.06	37,203.94		In order to stay informed of CESA 7 District information, professional development and have access to licensing questions, additional costs were incurred to join the CES/ 7 Membership.
VEHICLE REPAIR AND FUEL	6,300.00	5,250.00	1,699.79	4,600.21	3,550.22	
TRANSPORTATION AND BUS AIDES	715,974.00	573,734.17	484,887 67	231,086.33	88,846.50	Routes that were not run were charged at 82% of the contract. Aides were not on buses for most of year.
UNEMPLOYMENT	10,919.00	9,099.17	2,729.19	8,189.81	6,369.98	em ¹⁹⁸
CESA SERVICES AND DISTRICT PMTS	28,640.00	28,640.00	32,326.43	(3,686.43)	(3,686.43)	Services for CESA PT have been paid for the year. Additional payments made to districts for substitutes.
CAMP SOAR	93,628.00	93,628.00	7,055.40	86,572.60	86,572.60	Onsite Camp SOAR was cancelled
TRANSIT OF AID TO DISTRICTS	51,764.00	43,136.67	53,035.00	(1,271.00)	(9,898.33)	Additional funds have been transitted to De Pere due the cost of two aides being reimbursed by De Pere in 2019- 20.
TOTAL SPECIAL REVENUE FUND	6,678,478.00	4,600,034.24	4,275,744.54	2,402,733.46	324,289.71	10,000,000,000
FOOD SERVICES				11 23		
						Food Service is being provided by West De Pere's Summer Food Service Program in order to provide
DIRECTON OF FOOD SERVICES	66,242,00	39,745.20	727.44	65,514.56		students free meal during COVID-19
FOOD - LUNCH PROG	500.00	300.00	-	500.00	300.00	
FOOD	6,400.00	-		6,400.00		
TOTAL FOOD SERVICE FUND	73,142.00	40,045.20	727.44	72,414.56	39,317.76	710

Brown County Children with Disabilities Education Board Syble Hopp School 755 Scheuring Drive De Pere, WI 54115



TO: Brown County Children with Disabilities Education Board

FROM: Kim Pahlow, Administrator

RE: 2020-21 Retirements

It is with this memo that I would like to recommend the Board approve the retirement of the following BCCDEB staff at the end of their 2020-2021 BCCDEB contract:

- 1) Ann Sislo, Speech and Language Pathologist (34 Years)
- 2) Laurie Larson, Teacher (32 Years)
- 3) Mary Brick, Support Staff (41 Years)

We truly appreciate all Ann, Laurie and Mary have done to provide exceptional service to our students, families, staff and community during their time with the BCCDEB. We will miss them and wish them the best in their next journey.

Rachel Sagrillo 636 N Huron St. De Pere, WI 54115 (224) 436-9259 Rachel Sagrillo@gmail.com

May 27, 2021

Kim Pahlow,

Please consider this letter as my formal request for a 1 year leave of absence for the 2021-2022 school year.

Rachel Sagrillo

Brown County Children with Disabilities Education Board Job Description

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first year.

Position Title: Occupational Therapy Assistant for Children with Intellectual Disabilities and/or Autism

Position Purpose: Under the direction of a licensed Occupational Therapist, the Occupational Therapy Assistant will be responsible for providing direct treatment and appropriate therapeutic techniques specific to the age and condition of the student. They will also document patient treatments, changes in condition and other pertinent information as required.

Qualifications Required: Associate Degree - Occupational Therapy Assistant

Oualifications Desired: Trained in Non-Violent Crisis Intervention

Experience teaching or working with children with Autism Experience teaching or working with Adaptive Equipment

CPR/AED//First Aid Certification

Reports to: Licensed Occupational Therapist

Supervises: N/A

Terms of Employment: Non-Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- To incorporate the philosophy and instructional practices of the 5 component based Essential Elements Curriculum (Functional Academics, Vocational Training, Independent Living, Community Living, Recreation and Leisure Activities).
- To have a complete understanding of and an ability to implement best practices of working with children
 who have intellectual disabilities and autism. Best practices include but are not limited to substantial
 knowledge of the child with ID, using positive effective redirecting activities making responsible decisions,
 demonstrating flexibility, etc.
- 3. Supports Community Based Instruction (CBI) activities that allow students to generalize skills learned in class in the community.
- 4. Performs exams and interviews to determine needs and concerns and develop treatment plans.
- 5. Prepares treatment and exercise programs that respond to individual student goals and the appropriate measurements for reaching said goals.
- 6. Under the supervision of the Occupational Therapist, carries out the treatment programs, providing patients with words of encouragement, instruction and physical assistance.
- 7. Assist and instruct staff and students in the use of the child's assistive technology and sensory supports.
- 8. Monitors patient progress throughout their treatments and evaluates their strengths and challenges, adapting plans accordingly.
- Must accurately document all student treatment plans and sessions, charting progress and communicating to relevant parties.
- 10. Communicates student goal progress to the Occupational Therapist.
- 11. Responds in an appropriate and timely manner to medical illness, safety and other emergencies of both children assigned as well as children assigned to other staff.

- 12. To use the approach of positive redirection when dealing with all children.
- To communicate effectively and positively with students, parents, staff, administration and community members/agencies.
- 14. Knowledge and awareness of sensory integration and strategies.
- 15. Implements the requirements of being a mandated reporter in cases of abuse or neglect.
- 16. All other duties as assigned and performance of related work as required.

Knowledge, Skills and Abilities

- 1. Possess analytic thinking and excellent interpersonal skills.
- 2. Proficiency in standard computer and recording programs.
- 3. Knowledge of the human body.
- 4. Ability to consult with staff, parents, administration and community agencies.
- 5. Ability to provide leadership and work collaboratively with others.
- 6. Ability to maintain positive working relationships with other district and county staff.
- 7. Ability to designate responsibilities to other classroom staff (i.e. instructional aides).
- 8. Ability to administer basic emergency services (CPR/AED/First Aid).

Work Environment The work environment described here is representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must participate in and implement all required trainings regarding student and employee safety (i.e. ALICE, medication administration, etc.)
- 2. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogen exposure.
- 3. Exposure to indoor and outdoor climate and weather conditions.
- 4. May be expected to provide services to students using the therapy pool, sensory courtyard, outdoor playground and day/overnight camp experiences.
- 5. The noise level in the work environment may vary but is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- 1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
- 2. Ability to constantly walk or stand.
- 3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
- 4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
- 5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
- 6. Ability to frequently move over 70 pounds with a mechanical lift.
- 7. Ability to communicate to students using verbal and/or non-verbal communications.
- 8. Ability to identify student care needs through auditory and/or visual clues.
- 9. Ability to support students who are active and mobile throughout the building.

Equipment and Materials Used: Computer, Copy Machine, Adaptive Equipment, Assistive Technology

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of education demands change, so too may the responsibilities, duties, and skills of this position.

Board Approval Pending: June, 15 2021

Brown County Children with Disabilities Education Board Syble Hopp School 755 Scheuring Drive De Pere, WI 54115



Memo

To: Kim Pahlow, Administrator

From: Sarah Johnson, Director of Special Education and Pupil Services

Abbie Nizzia, Syble Hopp Principal

RE: Request to Hire New Teachers, Therapists and Instructional Aides

Date: June 15, 2021

The purpose of this memo is to recommend the hiring of the following Brown County Children with Disabilities Education Board teachers, therapists and instructional aides for the 2021-22 school year (pending their successful completion of the BCCDEB hiring process).

- Alyssa Warren, Speech-Language Pathologist
- Joy Jirikowic, Program Support Teacher
- Sue Zellner, Early Childhood Instructional Aide
- Tammy Oskey, Occupational Therapy Assistant (One Year Limited Term)
- Noreen Borchardt, Teacher
- Samantha Kwaterski, Teacher

We are excited to have these candidates join our BCCDEB team for the 2021-22 school year.

Brown Country Children With Disabilities Education Board

Syble Hopp School 755 Scheuring Road De Pere, WI 54115 Phone: (920) 336-5754 Fax: (920) 336-7262 www.syblehopp.org

2021-2022 Brown County CDEB Meetings

Meetings are held every third Tuesday of the month at 3:30 pm at Syble Hopp School (unless otherwise noted with an *).

July 20, 2021

August 17, 2021

September 21, 2021

October 19, 2021

November 16, 2021

December 21, 2021

January 18, 2022

February 15, 2022

March 15, 2022

April 19, 2022

*May 10, 2022

June 21, 2022

Syble Hopp Pandemic Response Phases and Progress

Phase 1	REMOTE - ALL LEARNING FROM HOME	LAST SPRING
Phase 2	REMOTE - ALL LEARNING FROM HOME (WITH 1:1 IN-PERSON SERVICES PER IEP)	9/1-11/6
Phase 3	1 DAY/WEEK IN-PERSON/4 DAYS PER WEEK REMOTE OR CONTINUE WITH REMOTE ONLY 5 DAYS/WEEK (1:1 In-Person per IEP)	Target 11/9/20 Obtained 11/9/20
Phase 4	2 DAYS/WEEK IN PERSON/3 DAYS PER WEEK REMOTE OR CONTINUE WITH REMOTE ONLY 5 DAYS/WEEK (1:1 In-Person per IEP)	Target 11/30/20 Obtained 11/30/20
Phase 5	4 DAYS/WEEK IN PERSON/I DAY PER WEEK REMOTE OR CONTINUE WITH REMOTE ONLY 5 DAYS/WEEK (1:1 In-Person per IEP)	Action Item or 1/19/21 Meeting with 2/8/21 Target Obtained 2/8/21
Phase 6	ALL STUDENTS ARE ATTENDING IN PERSON - NO REMOTE OPTION	Discussion at June 15, 2021 Meeting Board Action @ July 20, 202 Meeting